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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Lecturer – Business

**Department:** Curriculum Division

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Teaching Hours:** Target annual teaching hours in Further Education are 816 per annum

Target annual teaching hours in Higher Education are 660 per annum

**Responsible to:** Curriculum Coordinator - Business

**Reports:** N/A

**Salary / Scale:** Lecturer Spine – Band B -£33,487.00 – 39,941.00 per annum

**Date of Issue:** April, 2024

**Organisation Chart:**

Curriculum Coordinator - Business

Lecturer – Business

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1. **Aims and Purpose of the Post**
   1. The teaching and training of students and other client groups to quality standards set by the College.
   2. The tutoring and management of one or more courses or groups of students.
   3. The development of Business courses.
2. **Specific Responsibilities**
   1. To teach students attending full-time, part-time and short courses as directed by the Director of Curriculum and the Curriculum Coordinator - Business.
   2. To act as a course tutor to full-time and part-time groups with the associated organisation, administration, and monitoring of attendance including the collection of data for course evaluation.
   3. To tutor other student and trainee groups including the maintenance of records of achievement and undertaking placement visits.
   4. To counsel students and maintain discipline as required.
   5. To participate in the recruitment of students, including attendance at Shows and Careers Conventions.
   6. To participate in curriculum development to meet the needs of changing industrial demand and College planning.
   7. To participate in demonstrations and practical activities with students and trainees on all courses.
   8. To participate in Internal Verification and auditing monitoring processes.
   9. To ensure that administrative procedures are completed efficiently, including statutory and internal records and returns, reports required by College management and the maintenance of Asset Registers.
   10. To assist in the maintenance and sustainable development of resources and commercial activities.
   11. To attend day and evening meetings, courses etc. considered to be of benefit to the College and the individual.
   12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   13. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   14. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   15. To manage student conduct in accordance with College policies.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Teachers Pension Scheme Health Cash Plan (subject to conditions)

44 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

High Street Discounts Cycle to Work Scheme (subject to conditions)

(\*\* Pro-rata for Part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

**Person Specification; Lecturer – Business**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Degree, HNC or have the equivalent vocational experience in the related discipline ie Business/Business Management/Business Analytics/Business Marketing |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| To hold an appropriate professional qualification or equivalent |  | X |
| To hold or be willing to work towards and achieve an Award in Teaching and Learning or equivalent | X |  |
| Assessor / Verifier Qualifications |  | X |
| First Aid Qualification |  | X |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| To have extensive, practical experience of working within Business management. | X |  |
| Experience of BTEC Level 3 courses |  | X |
| Successful experience as a teacher in an FE / HE environment |  | X |
| Innovative approach to developing resources | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Have knowledge of current Health & Safety Regulations and be familiar with their operations e.g. risk assessments, COSHH |  | X |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Ability to present information effectively and respond to questions from, employees and customers and students | X |  |
| Able to motivate students | X |  |
| Excellent verbal and written communication skills | X |  |
| Good teaching and pastoral care skills | X |  |
| Course management experience |  | X |
| Experience of successfully teaching a diverse range of students and adapting approaches accordingly. |  | X |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first | X |  |
| Experience of understanding how to promote equality, diversity and inclusion within the job role | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;** All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.